

Phoenix Program
Process Definition – Accounts Receivable

Process	<i>Monitoring Receivable Activity</i>
Process Number	<i>AR-008</i>

Description of Process

Monitoring Receivable Activity menu allows the user to see activity at the Business Unit level. The following summary panels are available in PeopleSoft :

- Unit Activity
- Unit Aging
- Unit Cash
- Unit Draft
- Unit History
- Customer Balancing

Input to Process

Enter the Business Unit and date to receive summary information on Receivable activity.

Output of Process

Summary information of Receivable activity.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Inquire	Unit Activity
	Unit Aging
	Unit Cash
	Unit Draft
	Unit History
	Customer Balancing

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1 Unit Activity – Enter in the Parameters</u> Enter in the Business Unit, From/To Date, and the Activity Type (none, Activity Type, Activity Type/Origin/Bank Code, Entry Type and Entry Reason, Entry Type, and Group Type/Origin/Bank Code).	Agency
<u>Step 2 Unit Activity – Click the Flash Button</u> Displays the pending items and cash posted to the Business Unit displayed by the activity type.	Agency
<u>Step 1 Unit Aging – Enter the Business Unit</u> Enter in the Business Unit and From/To Date.	Agency
<u>Step 2 Unit Aging – Click the Flash Button</u> Displays the Aging summary for the Business Unit based on the default Aging ID assigned in the Business Unit Option Panel.	Agency
<u>Step 1 Unit Cash – Enter in the Parameters</u> Enter in the Business Unit and From/To Date.	Agency
<u>Step 2 Unit Cash – Click the Flash Button</u> Displays the following: <ul style="list-style-type: none"> • Cash Applied to This Unit • Cash Directly Journalled • Cash Applied to Other Units • Total Cash Received • Cash Applied from Other Units • Total Cash Applied 	Agency
<u>Step 1 Unit History – Enter in the Parameters</u> Enter the Business Unit, History ID, History, and Sort Criteria.	Agency
<u>Step 2 Unit History – Click the Flash Button</u> Displays the history balances for the Business Unit	Agency
<u>Step 1 Customer Balancing – Enter in the Business Unit</u>	Agency
<u>Step 2 Customer Balancing – Displays Customer's balance</u> Analyzes a Customer's balance if the customer is out-of-balance.	Agency

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Forms Used with Process (#)

N/A

****Attach sample form(s)**

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested